



## **EQUAL OPPORTUNITIES POLICY FOR STAFF**

St Piran's School is an Equal Opportunities employer and recognises the significant value of teams with diverse staff. The School is keen to draw upon a very wide range of knowledge, skills, experience and views, as well as ensuring compliance with the relevant legislation and codes of practice. The School is committed to achieving and maintaining a workforce which represents the Society within our recruitment in terms of race, religion or belief, sex, sexual orientation, pregnancy and maternity, marital or civil partnership status, gender reassignment, age, and disability (together known as "Protected Characteristics").

To this end, the School regularly reviews recruitment, promotion, training and development policies and processes so that no staff member or prospective employee is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

No employee or prospective employee will receive unfair or unlawful treatment on the grounds of a Protected Characteristic, because they are perceived to have a Protected Characteristic or because they are associated with someone who has a Protected Characteristic, in particular but not only, in relation to:

- Recruitment and selection
- Promotion, transfer and training opportunities
- Benefits, terms and conditions of employment
- Grievance and disciplinary procedures
- Termination of employment including redundancies
- Conduct at work

The principles of non-discrimination and equality of opportunity apply to the way in which staff treat all members of the School community including pupils, past-pupils, parents, governors, visitors, contractors, suppliers and former members of staff.

### **Implementation**

The School with the assistance of the staff will:

- Break down any barriers to equality of opportunity which may prevent staff members realising their full potential or accessing benefit.
- Advertise vacancies and ensure job selection criteria are appropriate for the job.
- Promptly and fully investigate all complaints of discrimination and harassment, taking appropriate action where necessary.
- Ensure that all members of staff are fully informed and trained on this Policy.

- Monitor the composition of the School and the effects of its recruitment practices.
- Examine and review existing procedures to ensure they are not discriminatory in their operation.
- Ensure that the language used in official communication reflects the letter and spirit of the policy.

The Head of Human Resources will ensure that this policy is fully effective by:

- Discussing and, where appropriate, agreeing with Trade Union or staff representatives the policy's contents and implications.
- Ensuring that the policy is known to all the staff and if possible, to all applicants.
- Providing training and guidance for supervisory staff and other relevant decision makers (such as security staff, gatekeepers, receptionists and interviewers), to ensure that they understand their position in law and under school policy.
- Examining and regularly reviewing existing procedures and criteria and changing them where they find that they are actually or potentially unlawfully discriminatory.
- Making an initial analysis of the staff and regularly monitoring the application of the policy. Analysis should be carried out in respect of the composition of the workforce of each department and job category, and changes over periods of time.

Sensible monitoring by the Head of Human Resources will show, for example, whether members of one sex or racial group etc:

- Do not apply for employment or promotion, or that fewer apply than might be expected;
- Are not recruited, promoted or selected for training and development or are appointed/ selected in a significantly lower proportion than their rate of application;
- Are concentrated in certain jobs, shifts, sections or departments;
- Are under-represented in training or in jobs carrying higher pay, status or authority.

### **Recruitment and Selection**

The staffing process is governed by the School's principles of non-discrimination and is designed to achieve the best match between, on the one hand, the individual's knowledge and skills, experience and character and, on the other hand, the requirements of the vacant post, recognising the need for flexibility to respond to changing conditions.

- The capability of the individual to perform in the position will be the major selection criterion but the ability both to work with others and to be trained, coupled with individual potential will be taken into account.
- All applicants will be dealt with courteously and as expeditiously as possible.
- Appointments will be confirmed on receipt of satisfactory references, DBS checks (and, where applicable, a check of the prohibition order), evidence of medical and satisfactory completion of a probationary period.
- All appointments will be subject to any further checks as required by our Recruitment Selection and Disclosure Policy and Procedures.

## **Disability**

If an employee or prospective employee is disabled (or becomes disabled), they are encouraged to tell the School about their condition so the School can put in place appropriate support and make any reasonable adjustments.

A disability will not, on its own, justify the non-recruitment of an applicant for a position at the School. Such reasonable adjustments to the application procedures shall be made as are required to ensure that applicants are not disadvantaged because of their disability. For example, where written tests are used, alternative arrangements will be made for visually impaired applicants.

If a staff member experiences difficulties at work because of a disability, they can contact the Headmaster or Head of Human Resources to discuss any reasonable adjustments that would help overcome or minimise the difficulty. The Headmaster or Head Human Resources may suggest to the staff member seeking specialist advice, either medical or occupational health report for example, to ascertain what support and/or reasonable adjustments would be appropriate. Staff may be required to give consent to such a report being produced that is likely to include information about state of health, fitness to work and ability to perform work-related duties and tasks.

The School considers these matters very carefully and tries to accommodate staff's needs within reason. If the School considers a particular adjustment would not be reasonable, reasons would be explained and the School would try to find an alternative solution wherever possible. Once an adjustment has been made, the arrangements may need to be reviewed at agreed intervals, to assess its continuing effectiveness.

The School will make such adjustments to work arrangements or School premises as are reasonable to enable a disabled staff member to carry out his or her duties. This will include, but is not limited to, consideration of the provision of specialist equipment, job redesign or flexible hours.

Where during the course of their employment a disabled member of staff recognises their need for a reasonable adjustment to be made to work arrangements or School premises, he or she should discuss this requirement with the Headmaster or Head of Strategy, Communications & Marketing.

## **Dignity at Work**

Staff are not to engage in any behaviour or conduct which may amount to harassment of another person at work. Harassment of any kind is regarded as a disciplinary offence and, in serious instances, may lead to instant dismissal.

Harassment may take the form of unwanted conduct which is related to a relevant Protected Characteristic which is perceived as affecting an employee's dignity at work. It may also take the form of unwanted conduct towards someone based on their appearance or other personal characteristics which is perceived as affecting their dignity at work. It is not only unwanted physical contact, assault or propositions; it includes suggestive remarks or gestures, pin-ups, graffiti, offensive comments, jokes and banter. Harassment may include bullying, intimidatory behaviour, persistent teasing or constant unfounded criticism of the performance of work tasks, unfair allocation of work and responsibilities, or exclusion from normal work place conversation. It may be directed towards one individual or a group. A single incident can amount to harassment if sufficiently grave.

## **Procedure**

- If a staff member considers that they have been the recipient of unwanted conduct amounting to harassment, it is open to them to try to resolve the problem informally with the other person,

either face to face or in writing. If this is not appropriate or has not been successful, they can seek support from their line manager.

- Staff members may wish to raise a grievance in accordance with the Staff Grievance Policy, which is available on the Staff Live Drive. All such grievances will be dealt with sensitively and in confidence as far as reasonably practicable to progress the complaint. Both during the investigation of the complaint and afterwards (whatever the outcome), consideration will be given to ensuring that the staff member and the alleged harasser are not required to work together against their wishes. The School recognises that it can be a very stressful time for those involved in a Staff Grievance process, and appropriate support will be offered to staff members.
- If a staff member feels they have been subject to discrimination of any form, they are encouraged to inform the Headmaster or the Head of Strategy, Communications & Marketing straight away.
- The School will seek to ensure that a staff member is not in any way penalised whether directly or indirectly for bringing a complaint and the situation will be monitored to ensure that the harassment has stopped.
- False or malicious allegations will be treated as a disciplinary offence. Retaliation against a member of staff who complains of harassment can be expected to lead to disciplinary action.

**Reviewed By:** Headmaster  
**Date:** 1 September 2024  
**New Review:** August 2026